

SECTION G
CONTRACT ADMINISTRATION DATA

G-1. CONTRACT ADMINISTRATION

G-1.1. All contract administration matters will be handled by the following individuals:

a. CONTRACTOR (Name(s) and Address):

ATTN:
Telephone:
FAX Phone:

b. GOVERNMENT: Contracting Officer, NQMC
Department of Defense
TRICARE Management Activity
Contract Management Division (CMAQ)
16401 East Centretex Parkway
Aurora, CO 80011-9066

Telephone: 303-676-3722
FAX Phone: 303-676-3987

G-1.2. Contract administration will be performed by the Contract Management Division, TRICARE Management Activity or as delegated to other Government agencies by the Contracting Officer. The Government points of contact during the performance of this contract will be:

G-1.2.1. Contracting Officer (CO): The CO is responsible for administration of this contract and is solely authorized to take action on behalf of the Government which may result in changes to the terms of this contract, including deviation from Section C.

G-1.2.2. Contracting Officer's Representative (COR): The Contracting Officer will designate an individual to act as the COR. The COR does not have the authority to act on behalf of the Contracting Officer beyond his or her specific written delegation of authority. The COR does not have the authority to change contract requirements. The NQMC will receive copies of the delegation letters which will delineate the scope of authority of the COR.

SECTION G
CONTRACT ADMINISTRATION DATA

G-2. CONTRACTOR REMITTANCE VIA ELECTRONIC FUNDS TRANSFER

The payment method to the NQMC shall be through Electronic Funds Transfer (EFT) in accordance with FAR 52.232-34, "Payment By Electronic Funds Transfer--Other Than Central Contractor Registration" in Section I.

Contractor's Name: _____
Mailing Address: _____

Phone: _____
FAX Phone: _____
Bank Name: _____
Bank Address: _____
Bank Account No.: _____

G-3. PAYMENTS

G-3.1. Payments shall be in accordance with FAR 52.232-1, "Payments"; 52.232-8, "Discounts for Prompt Payment"; 52.232-18, "Availability of Funds"; 52.232-19, "Availability of Funds for the Next Fiscal Year"; and 52.232-25, "Prompt Payment" as listed in Section I.

G-4. GOVERNMENT POINT OF CONTACT

Subsequent to award, the Contracting Officer's Representative (COR) will be appointed and the specific duties to be performed by the COR will be detailed. One or more Alternate Contracting Officer's Representatives (ACORs) may be appointed. The NQMC shall work directly with the Administrative Contracting Officer (ACO), COR, and ACORs on those matters delegated to them. The ultimate responsibility for overall administration of the contract rests with the Contracting Officer and the COR at the TRICARE Management Activity.

G-5. SUBMISSION OF INVOICE

G-5.1. The NQMC shall submit invoices to:

Department of Defense
TRICARE Management Activity
Attn: Finance and Accounting Office (F&A)
16401 E. Centretch Parkway
Aurora, CO 80011-9066

G-5.2. Invoices for all services provided shall be submitted monthly after completion of the specified tasks. The NQMC shall submit an invoice on a DD Form 250, prepared in an Original and 2 copies. The Original shall be submitted to TMA's address stated above for the Government, a copy shall be submitted to the Contracting Officer's Representative (COR), and a copy shall be submitted to the Contracting Officer within 5 work days after the last day of each month. All services invoiced for payment shall be in accordance with instructions for completion of DD Form 250. Where there is insufficient space on DD Form 250, a separate sheet(s) detailing the summary information from the form shall be attached (DD Form 250c). For each itemization by CLIN, the invoice shall

MDA906-03-R-0004

SECTION G
CONTRACT ADMINISTRATION DATA

reference the Delivery Order(s) and applicable modification(s) under which funds were obligated for the cases being invoiced.

G-5.3. The invoice shall separately itemize the number of timely completed reviews, the unit price, and the total price per CLIN. The invoice shall separately itemize, by review or review session as applicable, the price chargeable if untimely performance occurred, the number of days performance was untimely, the deduction rate for untimely performance, the dollar amount deducted for untimely performance, the net chargeable amount after subtraction of the deduction.

G-5.4. Invoices for services rendered pursuant to the specific task performed shall be submitted separately for each Delivery Order when the work under the Delivery Order is completed.

G-5.4.1. The contractor shall invoice for services provided under CLIN 0001 at the end of the Transition-In period.

G-5.5. All invoices for Contracting Officer directed travel CLINs, copies of receipts for all lodging expense, transportation expenses, and single personal or other expense of \$75.00 or more shall be provided with the invoice. For the reimbursement of long distance telephone calls during travel, each long distance call shall be justified in writing and approved by the COR as necessary for the performance of the contract services.

G-5.6. All Points of Contact will be provided following contract award, and updated as required.

(End of Section)